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Executive Officer, Procurement & Supply Office

23 September 1952

Acting Chief, Organization & Methods Service

Proposed Functions & Procedures for Transportation Division,
Procurement & Supply Office

1. Attached hereto are recommended functions and procedures for the Transportation Division, prepared jointly in accordance with your request by Colonel [] who was detailed from Logistics Division, OPC, and by [] of the Organization & Methods Service. These recommendations are based upon the T/O and organization of the Transportation Division in which the Organization & Methods Service has tentatively concurred, pending a detailed study at a later date.

2. In order to expedite the completion of the study, it was decided that Mr. [] would prepare annexes A and B, and that Colonel [] would prepare Annex C. Annex A contains recommended procedures for handling passenger movement. Annex B contains recommended over-all functions for the Administrative Staff under the division chief's office. Annex C contains recommended procedures for handling cargo movement.

3. It will be noted that the processing of carriers invoices for cargo movement was made a function of the Cargo Movement Branch by Colonel []. Processing of such invoices for passenger travel has been placed under the Administrative Staff by Mr. []. This is in accordance with your discussion with Mr. []. Pending the detailed study to be conducted in the future, it is recommended that all carrier invoice processing be considered a function of the Administrative Staff.

[]
Acting Chief
O&M Service

JHP:RAB/mav

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NO CHANGE in Class. ☐

☐ DECLASSIFIED

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DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 240378 By: []

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ANNEX A

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**PROPOSED PASSENGER MOVEMENT PROCEDURES,
TRANSPORTATION DIVISION, PROCUREMENT & SUPPLY OFFICE**

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Overseas Travel of Employees

Administrative Staff

1. The following material received at Division Chief's office from Central Processing Branch:

- a. Travel order (Form 33-27)
- b. Request for Booking arrangements
- c. Copy of letter to State Department requesting passport.
- d. Copy of traveler's biography

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2. Log by:

- a. Date
- b. Source
- c. Subject (from number or name, if applicable)
- d. Destination
- e. Classification
- f. Suspense date

3. Search inactive passenger case files and pull any existing file for the individual. If no file exists, new file is created.

4. Search inactive movement control cards. If card exists for the traveler, material received will be noted. If no card exists, one will be created and necessary entries made.

5. Assign a control number to the case.

6. Enter control number in case file and movement control card.

7. Insert all forms and travel documents in case file.

8. If travel is not to occur immediately, place case file in suspense file.

9. Deliver case file of immediately active case to Passenger Movement Branch.

Passenger Movement Branch

10. Review case file to determine that the following have been included, and that they are complete and accurate:

- a. Request for passport, with biography.

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